

Suzuki Academy of Kalamazoo, Djembe Yaru, and Helen L. Fox Gospel Music Center's Orchestra Jammbo'laya project

Project Manager Job Description

November 19 2021

Overview

Orchestra Jammbo'laya (OJamm) is a community project comprised of a diverse group of young musicians, local artists and teachers in an exploration of western musical instruments set to the African Diaspora aesthetics of music. OJamm is offered in partnership between the Suzuki Academy of Kalamazoo, the Helen L. Fox Gospel Music Center and Djembe Yaru, and led by local artists and composers Jordan Hamilton, Nataniel Waller and Jacob Olbrot.

O.Jamm is open to all, but in particular invites Black and underserved youth to play and perform music that investigates the natural synergy between a variety of musical traditions. These young musicians will have space to refine their skills and showcase music from the rich body of works by Black composers from Africa, North America, and the Caribbean; music that has gone mostly unnoticed by local and mainstream orchestral groups. Outdoor and virtual performances are being planned throughout the 2021-2022 season. More info at www.ojamm.org.

Project Manager

The project manager is responsible for managing all activities, including performances, internal and external communications, staffing, scheduling, administrative support, and maintaining the annual calendar. The Project manager will be paid as a contractor by the Suzuki Academy of Kalamazoo, and report to Ojamm administrative committee.

The ideal candidate will be self motivated, detail oriented, and have excellent problem solving and critical thinking skills. ***Part time (15-20 hours per week) \$18 per hour - Potential opportunities for full time employment***

Responsibilities and Qualifications

1. Communications

The Operations Manager is the first point of contact for new students, and the communications liaison between staff, students and parents. They are also responsible for sending out regular e-newsletters and social media updates.

2. Logistics

secure venues, create event timelines, secure equipment, make plans for setup and take-down, arrange for photo/video, recruit and manage volunteers

3. Administrative and Project Support

The Operations Manager is responsible for all administrative tasks, including maintaining the Ojamm website, organizing emails and correspondence, e-filing of important documents, keeping track of deadlines, assisting with grant applications and reports, and attending regular meetings.

Working Conditions: The Project manager will have a flexible schedule and be able to manage their own hours, excluding meetings and performances. They will also need their own computer with access to the internet. Working remotely is a possibility, but office space is available at the Suzuki Academy of Kalamazoo.

To Apply:

There is not a deadline to apply, send cover letter and resume to info@Ojamm.com.